



CITY OF BRAZIL

Brian L. Wyndham, Mayor
Karen McQueen, Clerk-Treasurer

203 East National Avenue
Brazil, Indiana 47834
Phone: (812) 443-2221
Fax: (812) 446-0337
www.brazil.in.gov

Building Permit Application Instructions/Requirements

1. All applications for building permits must include a statement of the work to be done and the estimated or actual cost of the project. This must be printed or type written on the contractor's letterhead. If the property owner is doing his own work, a simple handwritten statement is allowed. This document still must include a statement of the work to be done and the estimated or actual cost of the project.
2. When requesting a building permit for new construction, home additions/renovation and any other outdoor structures, you must provide a site plan of the project that expresses the size and location of all structures, including the new project, complete with accurate measurements of the dimensions of the structures and measurements of all setbacks and also measurements of the entire parcel itself. In addition, the site plan should be oriented properly and include the closest street intersection with said streets properly labeled.
3. If your property is within a floodplain or flood fringe, the NFIP FIRM or FIRMette including your parcel must be provided.
4. Any and all state permits must be provided.
5. To allow time for review, the application for new construction and all documents should be submitted to this office at least two weeks before the start date of your project. This office is required to conduct a thorough review of your project before the building permit is issued.
6. Project must comply with all building and zoning ordinances currently in effect in the State of Indiana and in the City of Brazil. (local ordinances available upon request)
7. A copy of the utility tap application if applicable.
8. A copy of the street cut permit application if applicable.

Stacy Gibbens
Planning Administrator